

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**EXECUTIVE SECRETARY I - 14031**

Monthly Salary Range: \$3240 - \$4592

Option 2 – Typing

Option 3 - Dictation

Option MC2 – Manual Communication (Typing)

Option SS2 - Spanish Speaking (Typing)

Select options of your choice.

General duties: An Executive Secretary I performs administrative secretarial work for the manager of an agency's small program; or performs secretarial work for the manager of an agency's medium program; prepares and/or types documents which have an impact on program policies and procedures as well as collective bargaining issues; may supervise staff engaged in lower level office support functions.

Desirable Training and Experience: Two years of secretarial or business college, plus one year of secretarial experience; or completion of high school, plus three years of secretarial experience; or equivalent training and experience.

Knowledges tested: English usage; Public relations; Office practices; Reading comprehension; Filing.

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based only on the results of the automated multiple-choice test. However, all candidates must demonstrate ability to type from copy at a minimum net rate of 55 words per minute. Options 3 and S3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

4-16-89 (RC-014-11B) Salary 4-1-16, Counties Updated 2-5-16, TX 6-3-02,  
Removed SS3 Option 4-16-10, Removed Opt MC3 9-7-12; Counties Updated 10-14-16;  
Counties updated 10-28-16

Length of Eligibility: One year.

Equipment for Performance Test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Option MC2 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option SS2 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 2 positions are established: Brown, Champaign, Christian, Clinton, Cook (SS), Crawford, DuPage, Edgar, Effingham, Fayette, Fulton, Henry, Iroquois, Jackson, Jefferson, Jersey, Johnson, Kane, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Montgomery, Morgan (MC), Peoria, Perry, Pulaski, Randolph, Rock Island, St. Clair, Saline, Sangamon (MC), Schuyler, Union, Vermilion, White, Whiteside, Will, Winnebago.

Counties in which Option 3 positions are established: Champaign, Cook, Jackson, Johnson, Kankakee, LaSalle, Randolph, Sangamon, Union.

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.